

STATE OF NORTH CAROLINA

NORTH CAROLINA EDUCATION LOTTERY

PURCHASING
2100 YONKERS ROAD
RALEIGH, NC 27604



IMPORTANT RFI ADDENDUM

July 25, 2008

FAILURE TO RETURN THIS RFI ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR RFI TO REJECTION ON THE AFFECTED ITEM(S).

RFI NUMBER: LC-61002
ADDENDUM NUMBER: 1
PURCHASER: Michele Goff

COMMODITY: Background Investigations
USING AGENCY: North Carolina Education Lottery
OPENING DATE/TIME: August 7, 2008; 2:00pm EST

INSTRUCTIONS:

1. Please make the following change(s) in the RFI referenced above:

A.) PAGE 3, ITEM B, # 2 – CHANGE HOURS FROM 72 TO 96

2.) The successful vendor must be available to accept and initiate work when requested. Complete investigative work within **96** hours unless mutually agreed upon by NCEL Director of Security and vendor.

B.) PAGE 3, ITEM B, # 4 – ADDITIONAL SPECIFICATION

4.) Each background investigation will consist of, but not limited to, the following:

- **Applicant interview and follow-up applicant interview if deemed necessary.**
- Verify the identity and citizenship status of applicant.
- Verify claims of residence during the past 3 years through records and interviews.
- Verify public records, bankruptcy, civil, financial and criminal actions.
- Verify education.
- Provide testimony at judicial and administrative hearings in which the NCEL is involved.

C.) PAGE 6 – COST PROPOSAL REPLACED IN ITS ENTIRETY – SEE PAGE 4

D.) QUESTIONS AND ANSWERS – SEE PAGE 3

2. Check **ONLY** one of the following categories and return one properly executed copy of this addendum **prior** to RFI opening time and date.

- ☐ RFI has already been submitted. Changes resulting from this addendum are as follows:
- ☐ RFI has already been submitted. **NO CHANGES** resulted from this addendum
- ☐ RFI has **NOT** been submitted and **ANY CHANGES** resulting from this addendum are included in our RFI.

Execute Addendum:

BIDDER: _____

ADDRESS (CITY & STATE): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

NAME and TITLE (Typed): _____

<u>DELIVERED BY US POSTAL SERVICE</u>	<u>DELIVERED BY ANY OTHER MEANS</u>
RFI NO. _____ NORTH CAROLINA EDUCATION LOTTERY 56886 MAIL SERVICE CENTER RALEIGH, NC 27699-6886	RFI NO. _____ NORTH CAROLINA EDUCATION LOTTERY 2100 YONKERS ROAD RALEIGH, NC 27604



QUESTIONS AND ANSWERS

1.) One thing not mentioned in the RIF was the Applicant Interview. To me that is the most important part of the background investigation. Should that be a part of page 3, Item III, B. 4? It is sometimes one of the most expensive parts of the Background.

Item III, B. 4 has been changed.

The NCEL provides the potential employment applicant with a twelve (12) page Personal History Statement (PHS) to fill out, which requests detailed information. This PHS is provided to the Background Investigator for his/her use during the background investigation. The NCEL background format requires all interviews to be provided in a narrative format. Each background investigation will consist of an initial interview with the applicant. A follow-up interview to clarify any and all derogatory information obtained during the financial, civil, criminal, driving history and education verification will also be conducted and provided to the NCEL in a narrative format.

2.) Also in the "Cost Proposal," (page 6) the second item is "Background" which would include all the items on page 3, Items III, B., 4; how should we handle that?

The "Cost Proposal" page has been changed. Effective Friday, July 25, 2008.

3.) For the purposes of the RFI submission do you want only the questions on page 5, Section V answered at this time or do you want documentation on the required qualifications in Section III and the Cost Proposal as well?

All questions must be answered and requested documentation must be submitted.

4.) Page 5, Section V, Question 3: Does this refer to private individuals who have requested a pre-employment background on an individual they were considering hiring themselves?

Yes

5.) Page 5, Section V, Question 4: Does this refer to background investigations requested on applicants applying for employment at a corporation or a background investigation on the corporation itself?

Corporate backgrounds.

6.) For the RFI, how back do you want the background investigation to go? Some say 7 years, some say 10 years. That could be a determining factor when the vendor is estimating the cost.

Refer to page 3, III, A. Item # 6

Vendor must provide a detailed description of information regarding any company bankruptcy proceedings against the company, directors or managers, any mergers, acquisitions, etc, and any name changes within the last (7) years. The vendor must provide a detailed description of information regarding any criminal investigations or charges filed against the company, directors or managers within the past ten (10) years.

7.) For the RFI, I am doing a background now on an applicant who listed several colleges attended, but listed a graduation/a degree from only a community college. Generally on backgrounds for other agencies only the highest degree is verified. How do you want to do that?

Verify the highest degree.

8.) When someone (generally b/c of marriage) uses different names, it would be helpful to know when they used each name. Thus if we have to order out of state civil/criminal information we would know what name to order. Presently I use a database to make a determination of when a certain name was used, and that is always the most accurate way to do that.

This information should be obtained during applicant interview.

COST PROPOSAL

INDIVIDUAL IN-STATE:

Cost Per Background Including Initial Applicant Interview \$ _____

Cost Per Database Inquiry for the Following:

Civil \$ _____

Criminal \$ _____

Driver History \$ _____

Education \$ _____

Financial \$ _____

INDIVIDUAL OUT-OF-STATE:

Cost Per Background Excluding Database Inquiries \$ _____